

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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August 12, 2003

**FROM:** GARY PENROD, Sheriff  
Sheriff's Department

**SUBJECT: PROCUREMENT OF OFFICE MACHINE MAINTENANCE SERVICES PER  
COUNTY POLICY 11-05**

**RECOMMENDATION:** Authorize Purchasing Agent to increase purchase orders to the following vendors for the provision of office machine maintenance services for 2003-04, for a total amount of \$285,000.

Vendor Name	2002-03 Expenditures	Current Expenditure Limit	Requested Amount
Burtronics Business Systems	\$44,306	\$25,000	\$50,000
Oce-USA, Inc.	75,812	25,000	85,000
Xerox Corporation	128,542	25,000	150,000

**BACKGROUND INFORMATION:** County Policy No. 11-05 requires County departments to seek Board of Supervisors' approval when contracting for services with any vendor in excess of an aggregate amount of \$25,000, per scope of service, per department, per fiscal year.

The Sheriff's Department is requesting authorization from the Board of Supervisors for the Purchasing Department to issue purchase orders to the above-referenced vendors to cover expenditures for the maintenance agreements, repairs and excess copy charges on existing Lanier, Oce, and Xerox copiers. These vendors are three of six current and prior County-approved vendors from which copiers may be purchased and the only ones that supply and are certified by the manufacturers to service each respective brand of equipment. Due to the size of the Sheriff's Department and the large quantity of office machines that need to be maintained, the Department exceeds the \$25,000 expenditure limit with these vendors.

**REVIEW BY OTHERS:** This agenda item has been reviewed and approved as to form by County Counsel (Kevin Norris, Deputy County Counsel) on July 31, 2003; coordinated for procurement with County Purchasing Department (Aurelio De La Torre, Director) on August 1, 2003; and has been reviewed by the County Administrative Office (Mario Lara, Administrative Analyst) on August 1, 2003.

**FINANCIAL IMPACT:** This equipment maintenance cost, in the amount of \$285,000, was included in the Sheriff's Department Budget for 2003-04. No additional cost to the County.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item and concurs with the department's proposal since it provides for continued maintenance of the department's copy machines and will be funded within the department's existing budget allocation.

**SUPERVISORIAL DISTRICT(S):** All

**PRESENTER:** Rod Hoops, Captain, 387-3637

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